SAMPLE FINANCIAL STATEMENTS

PLEASE USE THE FOLLOWING SAMPLES AS A REFERENCE WHEN COMPLETING EACH QUARTERLY FISCAL REPORT

(See "LSTA 8 Instructions," in reporting packet, for details on how to complete each report)

Quarterly Report Financial	Statement LS	STA 8	Page
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QUARTER: 1st Jul, Aug, Sep	
2nd Oct, Nov, Dec	
3rd Jan, Feb, Mar	
4th Apr, May, Jun	
Liquidation	

Send THREE COPIES of this report (one with an original signature) to:

California State Library Budget office – LSTA P.O. Box 942837 Sacramento, CA 94237-0001

SAMPLE 1

California State Library LIBRARY SERVICES AND TECHNOLOGY ACT

ISTA Grant Award ID.

25111 01	ant rivara i.D	
	Date:	
·	Fiscal Year:	
Project Title:		
	\	
Fiscal Agent:		
Prepared by (Signature):		

A 1		OXIADEE			Total
	1 st	QUARTEF	3 rd		Expended/
Budget (1)	(2)	~	2	4 th	Encumbered
a. <u>47,000</u>	(2) _9.825	(3)	(4)	(5)	(6) 9 , 825
	7,025	· · · · · · · · · · · · · · · · · · ·			9,023
b. <u>2,55</u> 0	180				180
c13,000	2,190				2,190
d. <u>-0-</u>					
e. <u>6,950</u>	1,737				1,737
f69,500	13,932				13,932

e.

Salaries and benefits

Operating expenses

Materials

а. b.

c.

Outstanding Encumbrances Close of 4th Quarter (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
		

Equipment

TOTAL

Indirect Costs

Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

^{*}Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Quarterly Report Financial Statement LSTA 8 F	Page
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SAMPLE 2

California State Library LIBRARY SERVICES AND TECHNOLOGY ACT

	Date:	
	Fiscal Year:	
Project Title:		
Grantee:		
Telephone:	χ	
Fiscal Agent:	· · · · · · · · · · · · · · · · · · ·	
Prepared by (Signature):		

LSTA Grant Award I.D.:

QUARTER:

1st - - Jul, Aug, Sep

2nd - - Oct, Nov, Dec

3rd - - Jan, Feb, Mar

4th - - Apr, May, Jun

Liquidation

Send THREE COPIES of this report (one with an original signature) to:

Materials

Operating expenses

b.

c.

California State Library Budget office – LSTA P.O. Box 942837 Sacramento, CA 94237-0001

					Total
Approved		QUARTEF			Expended/
Budget	1 st	2 nd	3^{rd}	4 th	Encumbered
(1)	(2)	(3)	(4)	(5)	(6)
a. <u>47,000</u>	9,825	10,790			20,615
b. <u>2,550</u>	180	845			1,025
c. 13,000	2,190	3,979			6,169
d	-0-				
e. <u>6,950</u>	1,737	1,737			3,474
f. 69,500	13,932	17,351			31,283
	a. Salar	ies and benefits	d.	Equipment	

e.

f.

		,
Outstanding Encumbrances Close of 4th Quarter (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
		

Indirect Costs

TOTAL

^{*}Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Quarterly Report Financial Statement LSTA 8 Page	Quarterly Report	Financial	Statement LSTA	8 Pag
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SAMPLE 3

Prepared by (Signature):

California State Library LIBRARY SERVICES AND TECHNOLOGY ACT

l I.D.:	LSTA Gr
Date:	
Year:	
	Project Title:
	Grantee:
	Telephone:
184	Fiscal Agent:

QUARTER: 1st Jul, Aug, Sep	
2nd Oct, Nov, Dec	
3rd Jan, Feb, Mar	
4th Apr, May, Jun	
Liquidation	

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Approved	Total Expended/				
Budget (1)	1 st (2)	QUARTE 2 nd (3)	3 rd (4)	4 th (5)	Encumbered (6)
a. <u>47,000</u>	9,825	10,790	18,265		38,880
b. <u>2,550</u>	180	845	728		1,753
c. <u>13,000</u>	2,190	3,979	4,132		10,301
d. <u>-0-</u>					
e. <u>6,950</u>	1,737	1,737	1,737		5,211
f. 69,500	13,932	17,351	24,862		56,145

Outstanding Encumbrances	Liquidation of Outstanding
Close of 4th	Project End
Quarter	Encumbrances
(7)	(8)
`	
	-

(9)

Unexpended/ Unencumbered Balance

Salaries and benefits a. Equipment b. Materials

Indirect Costs e.

Operating expenses c.

TOTAL

^{*}Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

QUARTER:	
1st Jul, Aug, Sep	
2nd Oct, Nov, Dec	
3rd Jan, Feb, Mar	
4th Apr, May, Jun	
Liquidation	,

Send THREE COPIES of this report (one with an original signature) to:

b.

c.

Materials

Operating expenses

California State Library Budget office - LSTA P.O. Box 942837 Sacramento, CA 94237-0001

SAMPLE 4

California State Library LIBRARY SERVICES AND TECHNOLOGY ACT

LSTA Grant Award I.D.:

	Date:		100
	Fiscal Year:		
Project Title:			
Grantee:			
Telephone:		N	
Fiscal Agent:		197	
Prepared by (Signature): _			

A		OLLABTED	ı.c		Total
Approved Budget	1 st	QUARTER 2 nd	3 rd	4 th	Expended/ Encumbered
(1) a. <u>47,000</u>	(2) 9,825	(3) 	(4) 18,265	(5) 8,120	(6) 47,000
b. <u>2,550</u>	180	845	728	797	2,550
c. <u>13,000</u>	2,190	3,979	4,132	2,699	13,000
d		0-	-0-		-0-
e. <u>6,950</u>	1,737	1,737	1,737	1,739	6,950
f. <u>69,500</u>	13,932	17,351	24,862	13,355	69,500
	a. Salar	ies and benefits	d.	Equipment	

e.

Outstanding Encumbrances Close of 4th Quarter (7) 2,150	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
455		
1,922		
4.527		

TOTAL

Indirect Costs

^{*}Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

QUARTER:	•
QUARTER: 1st Jul, Aug, Sep	
2nd Oct, Nov, Dec	
3rd Jan, Feb, Mar	
4th Apr, May, Jun	
Liquidation	

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SAMPLE 5

California State Library

LIBRARY SERVICES AND TECHNOLOGY ACT

		Data	•

Fiscal Year: _____

Project Title:

LSTA Grant Award LD:

Grantee: ______

Fiscal Agent:

Prepared by (Signature):

					Total
Approved -	ApprovedQUARTERS				Expended/
Budget	1 st	2 nd	3^{rd}	4 th	Encumbered
(1)	(2)	(3)	(4)	(5)	(6)
a. 47,000	9,825	10,790	18 , 265	8,ìźo	47,000
b. <u>2,550</u>	180	845	728	797	2,550
c. <u>13,000</u>	2,190	3,979	4,132	2,699	13,000
d	-0-		-0-		-0-
e6,950	1,737	1,737	1,737	1,739	6,950
f. 69,500	13,932	17,351	24,862	13,355	69,500

d.

e.

Salaries and benefits

Operating expenses

Materials

b.

c.

Outstanding Encumbrances Close of 4th Quarter	Liquidation of Outstanding Project End Encumbrances
(7)	(8)
2,150	2,150
455	455
1,922	1,922
4,527	4,527

Unexpended/
Unencumbered
Balance
(9)

-0-

Equipment

TOTAL

Indirect Costs

Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

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